## New Private Vehicle Reimbursement Rates Effective July 1

In last month's *FineLine* we announced that the private vehicle reimbursement rate if a state vehicle **is** available would increase from 30 cents to 31 cents. Since that time, due to the rapid increases in fuel costs, DAS – Division of Fleet Services determined that the rate should increase to 32 cents.

So, effective July 1, 2004:

* The private vehicle reimbursement rate if a state vehicle **is** available will be 32 cents.

* The mileage rate used to compare driving versus flying will also increase to 32 cents.

* The reimbursement if a state vehicle **is not** available will increase to 37.5 cents, as previously announced.

These new rates will be incorporated into the mileage reimbursement forms by July 1. Forms for both the old and new rates will be available during the transition from old fiscal year to new fiscal year. When the new forms are available, you will be able to access them at www.finance.utah.gov/forms. ✤
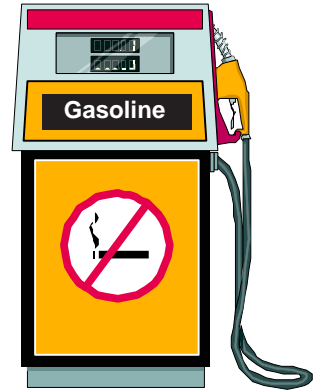
Policy Will Change for Premium City Meal Reimbursement

Current travel policy (FIACCT 10-02.03) allows a traveler to be reimbursed for actual meal costs up to $50 when traveling to New York, Los Angeles, Chicago, San Francisco, Washington DC, Boston, and Atlanta (premium cities). The policy requires an employee to be eligible for all meals for the day to claim the premium rate. If a meal is provided by the motel/hotel or the conference, the reimbursement reverts to the standard out-of-state meal reimbursement.

Because some felt that this unfairly penalized the employee traveling to a premium city, the policy will change effective July 2, 2004. It will state that if a complimentary meal is provided the costs are deducted from the $50 allowance as follows:

* If breakfast is provided, deduct $12 – leaving a premium allowance for lunch and dinner of actual up to $38.

* If lunch is provided, deduct $15 – leaving a premium allowance for breakfast and dinner of actual up to $35

* If dinner is provided, deduct $23 – leaving a premium allowance for breakfast and lunch of actual up to $27. ✤

ITS Telecommunications Charges Will Have New Codes

Agencies will soon see new codes on their FINET reports for ITS Telecommunications charges. These new FINET object codes will make the billing information more useful to agencies and will help them to better understand what they are being charged for.

The 6132 code that has been used for telecommunications services in the past will now be used only for non-ITS vendors who provide telecommunications-related services. ITS will use 37 new codes, ranging from 6343 to 6379. These 37 codes, are reserved for ITS use only.

Agencies will see codes on their bills only for those services they use. However, the following new codes will appear on most bills: 6343 – Monthly Telecommunication (Univ Rate); 6344 – Audix Voice Mail; 6345 – In State Long Distance; and 6346 – Interstate Long Distance.

ITS is working with the Division of Finance to set up on FINET $0 budgets for the new object codes for all applicable agencies and orgs. This will allow the telecommunications charges to go through on FINET for FY 05. The budget setup process will be automated and should require little or no extra effort by agencies.

Agencies will see the new codes beginning with the July telecommunications billing.

If you have questions about the new ITS codes, contact Mark Strebel, ITS Deputy Financial Manager, at 801-538-3733. ✤
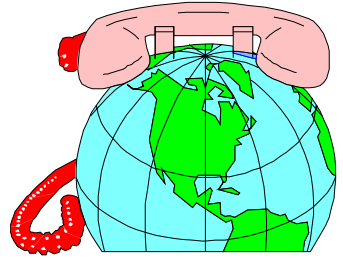
Agencies Have Lists of Potential Duplicate Payments

Horn & Associates, Inc., is a cost recovery audit service contracted by the state to provide a comprehensive electronic review of accounts payable data. In an effort to identify duplicate payments or overpayments, the company has provided lists of potential duplicate payments to agency financial managers for verification. Agencies should respond by clarifying the status of the payment.

If payments on the list **are not duplicates**, send a copy of the invoice and an explanation. If duplicate payments were made, both checks cleared the bank, but the vendor returned the duplicate on his own check, reference the cash receipt number on the list. If duplicate payments were made and the agency took a credit on a subsequent invoice, reference that information on the list. Copies of invoices should be provided to:

> Horn & Associates, Inc.
> Attn: Jennifer Harris
> 3690 E Fort Union Blvd., 202
> Salt Lake City, Utah 84121

If you have questions, please call Carol Young at 801-538-3100, or Gary Belliston at 801-538-3110. ✤
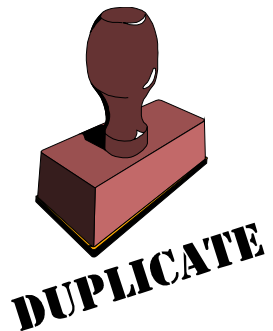
Finance Plans Major Upgrade to FINET Accounting System

As we near July 1, 2004, and the 10-year anniversary of FINET and the Data Warehouse, the Division of Finance is planning a major upgrade to the state's accounting system.

Planning Now for Tomorrow's **PROGRESS**

AMS will discontinue maintenance of our current software as of July 1, 2005, and our analysis showed that the best route would be to upgrade the current system rather than replace it. During the last legislative session Finance received a $3 million appropriation for a system upgrade, and we are finalizing a contract with AMS to upgrade FINET to their latest version of accounting software.

With the upgrade, the system will move from the mainframe environment to a Sun/Oracle platform/database and will be "configured" instead of being programmed. It will be similar to the environment Payroll has been operating in for the past year.

We will give you an update when the contract is finalized and a work plan has been developed. We expect to start the project the first part of June and hope to be finished by July 2005. As we move forward, we will be creating a steering committee from state agencies and will also be requesting help from agencies at various stages of the project to provide subject matter experts. ✤

Be Sure You Know the Policy for Booking Out-of-State Hotels

We would like to remind travelers that the policy for booking out-of-state hotels depends on whether you are staying at a conference hotel. The information below should help you decide the correct procedure for booking your hotel.

Out-of-State Conference Hotel

If you are **staying at the conference hotel**, you may book your own hotel reservations. According to policy, the state will reimburse employees for the actual cost of the conference hotel room, plus tax.

Although you may book your own conference hotel, you should inform the State Travel Office of where you will be staying. When you book your air travel for the conference, please give the travel agent the name, address, and phone number for the conference hotel. This information will print on your travel itinerary. For security purposes, the Department of Transportation and the Department of Homeland Security highly recommend that state government travel agencies print the hotel information on the traveler's itinerary. This will enable us to track our employees in case of an emergency.

Out-of-State Non-Conference Hotel

If you are **not staying at a conference hotel**, you may still book your own hotel. However, the state will reimburse employees only for the actual cost **up to $65**, plus tax. If the State Travel Office books your hotel reservations, the state will reimburse the actual cost.

The agents in the State Travel Office are able to contact hotels all over the United States and get the best rate available. ✤
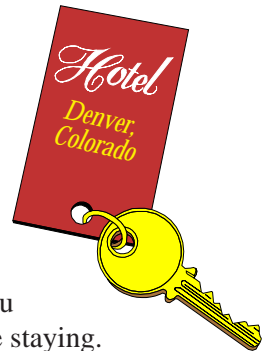
Don't Forget Fiscal Yearend Accounting Meeting, Training

Don't forget about the fiscal yearend Budget and Accounting Officers meeting and training scheduled for June 22. Training will be repeated June 23, but because seating for that day is extremely limited, we encourage everyone to take the June 22 courses if at all possible.

don't forget...

The following will be held at the **Utah State Library, 250 North 1950 West**. Please call 801-538-3082 to make reservations for training.

June 22 – Budget and Accounting Officers Meeting; 8:30 a.m.

June 22 – Fixed Assets; 10:30 a.m. – noon

June 22 – Closeout Schedules and Closing Process; 10:30 – 11:15 a.m.

June 22 – Yearend Revenue Accounting; 1 – 2:15 p.m.

June 22 – Yearend Expenditure Accounting; 2:30 – 3:30 p.m.

The following will be held at the **State Office Building, Room 2108**. Please call 801-538-3082 to make reservations for training. **Seating is limited.**

June 23 – Closeout Schedules and Closing Process; 8:30 – 9:15 a.m.

June 23 – Yearend Revenue Accounting; 9:15 – 10:30 a.m.

June 23 – Yearend Expenditure Accounting; 10:45 – 11:45 a.m.

June 23 – Fixed Assets; 1 – 2:30 p.m. ✢

Frequently Asked Question from FINET Help Desk

QWhen I click on the link to a form on the Finance Web site, I can log in to the Innerweb, but when I select a form to open it, nothing happens. Why can't I open the forms?

AYou need to clear out the cache on your Web browser. You can do this by opening Internet Explorer and following these steps:

➤ Select Tools>Internet Options.

➤ On the **General** tab, under **Temporary Internet files**, click on the *Delete files* button.

➤ Click in the box in front of *Delete all offline content*.

➤ Click *OK* to close the **Delete Files** box, and click *OK* again to close the **Internet Options** box.

This clears out junk files that are created when you move from one Web site to another. You don't see these files, but they take up space and can slow the performance of the Internet. This is something you should do even if you don't access the forms. It will speed up your Internet surfing. ✢

Selected Fiscal Yearend Dates*

See the calendars distributed at the June 22 Budget and Accounting Officers meeting for a complete list of fiscal yearend dates. The calendar is available on the Division of Finance Web site at www.finance.utah.gov/publications/bameetings.htm.

June 7   Distribute May monthend reports.

June 19   NEW year salary and benefit rate changes go into effect. Will affect July 16 paycheck.

June 30   Cash receipt cutoff. Cash received or electronic payments processed on or before this date are OLD year cash receipts. After this date they are NEW year cash receipts.

June 30   Finance runs purchase order roll or lapse job (EPNY). Default is *No Action*.

July 1   All accounting transactions default to accounting period 01/05 with budget FY 05.

July 1   Employee NEW year home agency/org/distribution and default coding, including salary splits, updated in the Payroll System.

July 1   Agencies may run Time Sheet Check List Report for pay period 13 to view all employees' home agency/org/distribution and default coding information, including salary splits.

July 1   Agencies may run New Hires and Transfer Report for pay period 13 to view employees whose home agency/org/distribution and default coding information is different.

July 2   Last day to post OLD year FINET documents for June reports.

July 6   Distribute June monthend reports.

July 7   Last day to enter OLD year petty cash reimbursements.

July 7   Finance runs purchase order roll or lapse job (EPNY). Default is *No Action*.

July 9   Last day to enter taxable earnings on-line into Payroll for the July 16 paycheck posting to either the OLD year or NEW year (before 5:00 p.m.)

July 9   Last day to make changes on the Default Cost Distribution Charging screen for pay period 13. Changes made after this date must have an effective date on or after 07/03/2004.

July 9   Last day to make OLD year changes on Time Entry screens.

July 16   Single Audit Summary Schedule of Prior Audit Findings due back.

July 16   First OLD year IAT cutoff. Process after this date only if: (1) the transaction affects only orgs within same line item; **or** (2) the seller notifies the main budget officer in the buyer agency.

July 16   Cutoff for July OLD #1 FINET monthend reports.

July 19   Finance distributes July OLD #1.

July 20   Finance distributes Closing Schedule #1, including non-budgeted line items.

July 22   Finance runs purchase order roll or lapse job (EPNY). Default is *No Action*.

July 23   Lease information due back.

July 23   June OLD year fixed asset reconciliations due to Dave Byg.

Selected Fiscal Yearend Dates (calendar continues from page 5)

July 30	OLD year cash recording cutoff. For adjustments to OLD year cash after this date, contact Cynthia Bowers, State Finance, at 801-538-3126.
July 30	OLD year check cancellation cutoff.
Aug. 2	Cutoff for July OLD #2 FINET monthend reports.
Aug. 2	Process all OLD year inter-agency IATs by this date (notify buyer agency's main budget officer).
Aug. 2	Finance runs purchase order roll or lapse job (EPNY). Default is *No Action*.
Aug. 3	Final calculation of dedicated credits lapsing amounts.
Aug. 3	Finance distributes July OLD #2.
Aug. 3	Finance distributes Closing Schedule #2, including non-budgeted line items.
Aug. 6	Last day to process OLD year payment vouchers on-line in FINET. After this date all OLD year payments must be paid NEW year and accrued on an accrued expenditure form.
Aug. 13	Final cutoff for all OLD year documents entered by agencies into FINET.
Aug. 13	Closing schedules due back. ✜

FINET Schedule Changes for Holidays, Yearend

The normal schedule for FINET is to be open Monday through Friday and to run a cycle each Monday, Wednesday, and Friday night. We will open FINET on Saturdays during the closeout period (except for the Saturdays when we run a monthend).

Listed below are the exceptions to the normal FINET schedule for holidays, yearend, and monthend periods through July 31.

May 31 – **Closed** ....Memorial Day holiday

June 1 – **Open** .... Tuesday cycle due to holiday

June 4 – **Open** .... May Monthend

June 5 – **Closed** .... Saturday Monthend

June 12 – **Open** noon – 5:30 p.m. .... Saturday

June 19 – **Open** noon – 5:30 p.m. .... Saturday

June 26 – **Open** noon – 5:30 p.m. .... Saturday

July 2 – **Open** .... June Monthend

July 3 – **Closed** .... Saturday Monthend

July 5 – **Closed** .... Independence Day holiday

July 6 – **Open** .... Tuesday cycle due to holiday

July 10 – **Open** noon – 5:30 p.m. .... Saturday

July 17 – **Open** noon – 5:30 p.m. .... Saturday

July 22 – **Open** ....Thursday cycle due to holiday

July 23 – **Open** .... No cycle due to Pioneer Day holiday

July 24 – **Open** noon – 5:30 p.m. .... Saturday

July 31 – **Open** noon – 5:30 p.m. .... Saturday

Payroll Training

Computer-based training on the Payroll System is available on the Finance Web site at www.finance.utah.gov/training/courses.htm.

Data Warehouse Training

June 8   Data Warehouse – Payroll; 10 – 11:30 a.m.

June 8   Data Warehouse – FINET; 1:30 – 3 p.m.

FINET Classroom Training

June 15   Purchasing Lab; 8:30 – 11:30 a.m.

June 15   Disbursing Lab; 1 – 4 p.m.

June 16   Fixed Assets Lab; 8:30 – 11:30 a.m.

June 16   Internal Transactions Lab; 1 – 4 p.m.

FINET On-Line Courses

FINET System Navigation, FINET Overview, Employee Reimbursements, Purchasing and Disbursing, Cost Accounting, Revenues and Receivables, Internal Transactions, and Fixed Assets

FINET Classroom Training Not Scheduled This Month

Budget Control, Grant Accounting, Project Accounting, FINET Inventory, and On-line Inquiries

FINET Help Desk

Call 801-538-9690 to resolve immediate questions about using FINET.

Reservations

To reserve your spot in any class offered this month or to add your name to our waiting list for classes not offered this month, call 801-538-3082. We will notify you when the class is scheduled. If you make reservations and cannot attend, please notify us as soon as possible so we can make your spot available to someone else.

Persons with disabilities requiring accommodation should call 801-538-3082 a week before the class to request reasonable accommodation.

Read descriptions of all our courses and link to on-line courses at: www.finance.utah.gov/training/courses.htm.